



COLCHESTER BOARD OF EDUCATION
Colchester, CT

BUDGET COMMITTEE

Thursday, June 3, 2021
BOE Budget Committee Meeting 9:15AM
Virtual Meeting via Zoom

MINUTES

COMMITTEE MEMBERS PRESENT: Jessica Morozowich, Joanne Rose

ADMINISTRATION PRESENT: Superintendent Jeffrey Burt, CFO Maggie Cosgrove, Director of Educational Operations Mario Hurtado, Director of Pupil Services and Special Education Kathleen Perry

OTHERS PRESENT: BOE Chair Mary Tomasi, BOE Member Suesen Hickey, Executive Assistant to the Superintendent Amy Trinnaman

1. CALL TO ORDER

1.1 Call to Order

Chair Morozowich called the meeting to order at 9:18AM.

2. ADDITIONS/CHANGES TO THE AGENDA

None.

3. PUBLIC COMMENT

3.1 Public Comment

None.

4. *APPROVAL OF MINUTES

4.1 Approval of May 6, 2021 Minutes

Motion by: J. Rose

To approve the minutes of the May 6, 2021 Budget Committee meeting

Second by: J. Morozowich

Vote: Unanimous

Roll call: J. Rose, J. Morozowich

5. *PRIORITY DISCUSSION/ACTION ITEMS

5.1 *2021-22 Budget Adjustment

Superintendent Burt updated the Committee on the proposed budget adjustment. The Board of Finance reduced the proposed 2021-2022 budget in the amounts of \$275,000 and \$364,175, for a total of \$639,175. The BOE previously discussed possible areas of reduction for \$275,000 at a special meeting in April 2021. The Superintendent presented suggestions for reduction for the \$364,175 additional amount. ARPA/ESSER grant funding can be used to cover improvements in our HVAC systems in schools. Proposed reductions include device purchases, capital improvements adjustments, and IT reserve.

Curriculum implementation, specifically programs designed to recover the lost learning, is covered by grant funds as well. These items will need to be added into the budget process for the following year. ARPA funding can also be used for staffing (e.g., Interventionists) as directly related to COVID-19's impact on learning.

Discussion ensued on contributions to the reserve fund.

This agenda item was tabled and returned to later in the meeting; CFO Cosgrove next presented the monthly reports.

Motion by: J. Rose

To recommend the proposed 2021-2022 budget adjustments and move to the full BOE for discussion.

Second by: J. Morozowich

Vote: Unanimous

Roll call: J. Rose, J. Morozowich

5.2 Long-range Capital Improvement Plan

Superintendent Burt and Director of Educational Operations Mario Hurtado presented the CPS Long-Range Capital Improvement Plan (CIP). Short-term needs at Bacon Academy include oil tank replacement, HVAC repairs, kitchen equipment, and roof repairs. Bacon long-term (8-10 years) needs include HVAC equipment/supplies/installation, new roof, carpeting, flooring, painting, window treatments, bathrooms, driveway and parking lot updates, fields/tennis courts repair/drainage, interior/exterior lighting, as well as smaller repairs and updates. Funding the long-range needs is critical to avoid potential higher costs in the future. Discussion ensued regarding use of ARPA funding for some expenses. The CIP for JJIS includes roof repairs. Two options were presented. At CES, the roof is in good condition but will require regular, preventive maintenance to avoid greater expenses in the future. Budget transfers that pertain to the CIP are on this meeting's agenda. This will be presented to the full BOE on June 8, 2021.

5.3 *Possible Addition of Kindergarten Teacher

Based on enrollment projections for Kindergarten of 174 students, the approved BOE budget for 2021-22 raised the number of Kindergarten sections from 8 to 9. At this time it is likely the Kindergarten enrollment will exceed the maximum number of students for 9 sections (total 180 students) and an additional section, for a total of 10, is recommended at this time. This addition may be temporarily funded by a grant if necessary.

Motion by: J. Rose

To move the request for an additional Kindergarten teacher to the full BOE for discussion and approval.

Second by: J. Morozowich

Vote: Unanimous

Roll call: J. Rose, J. Morozowich

6. BUDGET REPORTS

6.1 Monthly Budget Reports

CFO Maggie Cosgrove presented the budget report through the end of May 2021. Year-end projections are underway. Pupil Services for out of District placement over-expenditures are subject to reimbursement from the Special Education Excess Cost grant along with out of District tuition and transportation.

6.2 Cafeteria Fund

CFO Cosgrove shared that the cafeteria fund reimbursement from the federal government has dramatically improved the financial health of this program. Based on the estimated reimbursement amount, we anticipate a more favorable outcome than originally expected.

6.3 Health Insurance Reserve

CFO Cosgrove presented a report through the end of April 2021. May 2021 claims are similar to recent months. While there are a higher number of claims, overall there are no significant concerns. There were very few stop-loss claims this year.

CFO Cosgrove left the meeting at 9:56AM.

6.4 Special Education Excess Cost Report

Director of Pupil Services and Special Education Kathleen Perry presented the Special Education Excess Cost Report. There are no changes in tuitions or the number of students. Billing for transportation showed discrepancies, but credit due from LEARN will resolve the overage.

6.5 Use of Schools

None at this time.

6.6 Capital Reserve

None at this time.

6.7 Budget Transfers Under \$5,000

None at this time.

7. OLD BUSINESS

7.1 Update on Federal Grants

The CSDE provided an update to the ESSER II and ARPA ESSER grants on May 27th. The District will be preparing a Safe Return to In-Person Instruction and Continuity of Services Plan that will be shared with the public for stakeholder input.

8. *NEW BUSINESS

8.1 *Budget Transfer Over \$5,000: Curriculum (CES Wonders Reading Program)

8.2 *1330 Use of School Facilities: Fee Schedule for 2021-2022

8.3 *Budget Transfer Over \$5,000: CES Roofing

8.4 *Budget Transfer Over \$5,000: JJIS Roofing

8.5 *Budget Transfer Over \$5,000: WJMS Long-Range Maintenance

8.6 *Budget Transfer Over \$5,000: Bacon Academy Building Repairs

Motion by: J. Rose

To approve agenda item 8.1 Budget Transfer Over \$5,000: Curriculum (CES Wonders Reading Program) and move to the full BOE for review.

Second by: J. Morozowich

Vote: Unanimous

Roll call: J. Rose, J. Morozowich

Motion by: J. Rose

To approve the fee schedule in agenda item 8.2: 1330 Use of School Facilities: Fee Schedule for 2021-2022 and move to the full BOE for review.

Second by: J. Morozowich

Vote: Unanimous

Roll call: J. Rose, J. Morozowich

Motion by: J. Rose

To approve item 8.3: Budget Transfer Over \$5,000: CES Roofing and move to the full BOE for review.

Second by: J. Morozowich

Vote: Unanimous

Roll call: J. Rose, J. Morozowich

Motion by: J. Rose

To approve agenda item 8.4: Budget Transfer Over \$5,000: JJIS Roofing and move to the full BOE for review.

Second by: J. Morozowich

Vote: Unanimous

Roll call: J. Rose, J. Morozowich

Motion by: J. Rose

To approve agenda item 8.5: Budget Transfer Over \$5,000: WJJMS Long-Range Maintenance and move to the full BOE for review.

Second by: J. Morozowich

Vote: Unanimous

Roll call: J. Rose, J. Morozowich

Motion by: J. Rose

To approve agenda item 8.6: Budget Transfer Over \$5,000: Bacon Academy Building Repairs and move to the full BOE for review.

Second by: J. Morozowich

Vote: Unanimous

Roll call: J. Rose, J. Morozowich

9. PUBLIC COMMENT ON NEW ISSUES RAISED OR SUBJECTS DEVELOPED

9.1 Public Comment

None.

10. ADJOURN

The meeting adjourned at 11:20AM.